

CHILD NUTRITION AND FOOD DISTRIBUTION DIVISION

MANAGEMENT BULLETIN

No.: 96-103

FROM: School Nutrition Programs Unit

ISSUE DATE: March 1996

TO: All Sponsors of the National School Lunch, School Breakfast, and Special Milk Programs
County Superintendents of Schools
Diocesan Superintendents of Schools

ATTENTION: Food Service Directors

SUBJECT: Reimbursement Claim One-Time Exception Policy Clarification

REFERENCES: Policy Memorandum No. 84-222, July 1984, "Claim Submission Deadline Policies"
Management Advisory No. 92-123, October 1992, "Reimbursement Claim One-Time Exception Policy Change"

This clarifies Management Advisory No. 92-123, "Reimbursement Claim One-Time Exception Policy Change." A one-time exception permits sponsors to receive reimbursement for claims submitted after the claim submission deadline. Previously, one-time exceptions were granted only once during a sponsor's program participation. Effective April 22, 1992, the United States Department of Agriculture amended the one-time exception policy to permit sponsors a one-time exception every 36 months. Following is the clarification:

The one-time exception will be considered on a program basis. Sponsors operating multiple programs, i.e., School Nutrition Programs, Child and Adult Care Food Program, and Summer Food Service Program will have the previous 36-month period tracked separately for each program. For purposes of the one-time exception, the National School Lunch Program, School Breakfast Program, Special Milk Program, and Meal Supplements in the National School Lunch Program constitute the School Nutrition Programs.

One-time exceptions are applicable to reimbursement claims submitted for federal school nutrition programs only. There is no late claim provision for the State Meal Program or Meal Supplements for Pregnant or Lactating Students Program.

All other policies and procedures outlined in Policy Memorandum No. 84-222 and Management Advisory No. 92-123 will remain in effect.

If you have any questions, please contact your School Nutrition Programs Analyst at (916) 323-1580, or leave a message at the toll free number (800) 952-5609.

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